



## Circular 05:01:08

**To:** Surfguard Registrars **Club Secretaries**

**Cc:** Club Presidents

**From:** Richarda Goodwin  
Support Officer - Administration

**Date:** 4 January 2008

**Subject:** Transfers in Surfguard

**Action:** Please ensure regular checks are made on the status of your Transfers

In recent times, Life Saving Victoria has been notified of a few issues in Surfguard, specifically relating to Member Transfers.

These issues include:

- Incorrect Transfer type (i.e. Full Transfer rather than Competition Rights, etc.)

Please ensure that the correct transfer is entered into Surfguard. If needed, you can 'Reject' the transfer and re-enter the correct details once LSV has finalised the rejected transfer (if the transfer needs to be completed quickly, please contact LSV for transfer finalisation).

LSV will 'Approve' all transfers in the system if they have been endorsed by the losing club, regardless of the transfer type.

- The 'Age' of the Transfer (how many days in system)

LSV is reluctant to endorse any transfer in the system without prior approval from the losing club, either via Surfguard or written correspondence.

If the transfer is over 21 days old, an email will be sent (via Surfguard) from LSV to the losing club asking for their endorsement of any transfers in the system.

With Queensland using another Membership system not linked to Surfguard, the member transfers are finalised by the Surfguard Helpdesk on a monthly basis. We ask for your patience in the final process of these transfers.

It is vital that clubs regularly log into Surfguard to ensure that any Transfers (either into or out of your club) are dealt with efficiently and allow the Transfer process to run as smoothly as possible for your members.

If you require any help with Transfers or any other feature in Surfguard, please feel free to contact Richarda Goodwin – Support Officer, Administration on (03) 9676 6934 or email [richarda.goodwin@lifesavingvictoria.com.au](mailto:richarda.goodwin@lifesavingvictoria.com.au)

**For additional detail on this Circular contact: Richarda Goodwin – Support Officer, Administration**

Email [Richarda.goodwin@lifesavingvictoria.com.au](mailto:Richarda.goodwin@lifesavingvictoria.com.au) or by phone (03) 9676 6934

Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: PO Box 353 South Melbourne DC 3205